Steps for WASC Accreditation for Supplementary Education Centers/Programs*

Step 1. Review Eligibility Requirements and Submit Request for WASC Affiliation

Interested Supplementary Educational Centers/Programs should first review the Conditions of Eligibility requirements to ensure they meet the necessary conditions to be accredited. If eligibility requirements are met, the Program/Center should submit the Request for ACS WASC Affiliation form along with the $160 application fee. This form should be sent to the ACS WASC Temecula office: 43517 Ridge Park Drive, Suite 100, Temecula, CA 92590.


Step 2. Complete and Submit ACS WASC SEP Application

If eligibility requirements have been met and the Request for Affiliation forms have been submitted, the ACS WASC office will email Centers/Programs the SEP Application template to complete. Once the application has been completed, Centers/Programs should email the application to mallen@acswasc.org.

Step 3. Previsit to the Program/Center

Once the completed SEP Application has been received, the ACS WASC office will contact the Center/Program and set a mutually agreed date for a previsit by an ACS WASC representative. The purpose of the previsit is to go over the information provided in the SEP Application, determine if the Center/Program has the capacity to continue on in the accreditation process, and more completely explain the ACS WASC process. The ACS WASC representative will assist the school in explaining how to complete the Self-Study Report and where to access the electronic template on the ACS WASC website.

Step 4. Full Self-Study Visit

After a successful previsit, the Center/Program will then complete the full Self-Study Report using the electronic template on the ACS WASC website at www.acswasc.org/pdf_general/SEP-SelfStudy-Template.doc. Additional information regarding the Self-Study Report can be found in the ACS WASC Supplementary Educational Program/Center Accreditation Manual. Once the Self-Study Report is completed, it should be sent to the ACS WASC Temecula office. After the Self-Study Report has been received, a date will be established for a one-day visit to the Center/Program by two ACS WASC representatives for a complete evaluation. A description of the full site visit can be found in the accreditation manual.

Step 5. ACS WASC Action and Notification

The ACS WASC Visiting Committee will provide a report to the ACS WASC Commission. The Commission will review the report and make a determination of accreditation status. The Center/Program will be notified in writing of the Commission’s decision.

* Huntington Learning Centers and Sylvan Learning Centers should contact their corporate office for further instructions.